

Council of Scientific & Industrial Research
Anusandhan Bhawan, 2, Rafi Marg, New Delhi – 110 001

Tender Notice

Exhibition-cum-Fairs on Rural Technologies

Ministry of Science and Technology, Government of India, is planning to organize 'Technology Exhibition-cum-Fairs on Rural Technologies' in various parts of the country to facilitate the application of technologies developed by various institutions under the Ministry for all round development of Rural India.

On behalf of the Ministry of Science and Technology, CSIR invites '*Sealed Tenders*' from reputed organizations who have relevant experience and expertise in organizing such mega events, with special focus on fabrication and construction of infrastructure for the event, management of the event, and provision of active interface between the technology users in rural areas and technology producers. For effective organization of this event, a consortium of separate agencies specializing in each of these three areas operating under one nodal agency is required.

The interested agencies should collect the Tender Document from the office of Head, Unit for Science Dissemination at the above address the latest by 07 September 2005, during office hours, i.e. 0900 hrs to 1730 hrs (IST), on payment of Rs. 500/- (Rupees five hundred only) by Demand Draft/Pay Order drawn in favour of Joint Secretary (Admin), CSIR payable at New Delhi. Both technical and financial bids are to be prepared separately and placed in a single sealed cover superscribing "Tender for Exhibition-cum-Fairs on Rural Technologies" and "Do not open before 08 September 2005".

The bids addressed to the Joint Secretary (Admin), CSIR (also enclosing the Earnest Money Deposit (EMD) of Rs. 1,00,000 (Rupees one lakh only) by Demand Draft drawn in favour of Joint Secretary (Admin), CSIR and payable at New Delhi, should reach the above address **on or before 08 September 2005, the latest by 1500 hrs**. The technical bids, which should also contain the EMD, would be opened on the same day at 1530 hrs in the presence of tenderers, who chose to attend the opening of bids. This NIT along with the Tender Document can be downloaded from our website: www.csir.res.in. In case, the downloaded Tender Document is used for submission of bids, then the technical bid should also enclose the cost of Tender Document as indicated in this NIT. Any tender received after the scheduled date and time shall not be entertained. CSIR reserves the right to accept or reject all or any of the bids without assigning any reason. All legal disputes arising out of the tender/job shall be subject to the jurisdiction of the Court of Delhi only.

**COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
(CSIR)**

TENDER DOCUMENT

Exhibition-cum-Fairs on Rural Technologies

**Last Date and Time of Receipt of Tenders
08 September 2005
1500 Hrs**

**Date and Time of Opening of Tenders
08 September 2005
1530 Hrs**

Price: Rs. 500/-

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I. Invitation for Bids

From: Council of Scientific & Industrial Research
Anusandhan Bhawan
2, Rafi Marg
New Delhi- 110001

To:

1. The Council of Scientific & Industrial Research (CSIR), on behalf of the Ministry of S&T, is inviting proposals in sealed bids from eligible consortiums to organize/construct/manage 'Exhibition-cum-Fairs on Rural Technologies' in various places, the first in the first week of October 2005 in Amethi. The consortium should comprise an event management company, a construction and fabrication agency, and an N.G.O./association/private organization specializing in rural affairs.
2. Though the work would be awarded on the total strength of the consortium, CSIR would enter into a contract with one of the agencies acting as the nodal agency, who would be responsible for the entire event and coordination of activities and works as per the scope of work of different agencies. The nodal agency should be technically and financially supported by the consortium partners by way of a legal M.O.U. (to be submitted as a part of technical proposal) signed by each agency of the consortium in favour of the nodal agency. Similarly, CSIR would enter into a contract with the nodal agency and would deal only with it. The nodal agency will be explicitly and implicitly be solely responsible to CSIR. CSIR shall not be responsible for any reasons what so ever for any loss/consequential loss sustained by the consortium during the organization of this event.
3. Technical and Financial proposals should be submitted separately in sealed envelopes, placed in a common sealed cover marked:
"Do not open before 08 September 2005"
"Tender on Exhibition-cum-Fairs on Rural Technologies",

and, addressed to:

The Joint Secretary
Council of Scientific & Industrial Research (CSIR)
Anusandhan Bhawan
2, Rafi Marg
New Delhi – 110 001

4. Bids should reach CSIR on or before 08 September 2005, the latest by 1500 hrs. The envelopes would be opened on the same day at 1530 hrs (IST) in the presence of

tenderers, if any, who choose to attend the bid opening. The tenders are not transferable and the tender fee is non-refundable.

5. CSIR reserves the right to accept or reject any bid to annul the bidding process and reject all bids at any time prior to the award of contract without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for its action.

Yours faithfully,

(Mohd. Asif Akhtar)
for Joint Secretary, CSIR

II. Instruction to Bidders

1. Two-Stage Evaluation

A two-stage procedure will be adopted for evaluating the proposal, with Technical Evaluation being completed prior to Financial Evaluation.

2. Technical Proposal

- i. Details of the consortium partners (to be separately mentioned) on their financial strength, manpower (skilled and unskilled), infrastructure, offices, workshop, design centers etc, supported by a copy of last three years financial statement, balance sheet/profit & loss account statement and latest Income Tax Clearance Certificate of all the consortium partners.
- ii. Past experience of the consortium partners in similar projects as per scope of work in Terms of Reference supported by adequate documents.
- iii. Methodology – A detailed plan indicating how it proposes to carry out the show as described in the Terms of Reference. The plan shall include the rationale behind the intended methodology.
- iv. Qualification and experience, including field of specialization, of each of the proposed key personnel to be deployed on the assignment, of each consortium partner, separately.

Technical proposals will be evaluated on the basis of the following criteria:

Criteria	Marks	Comments
Qualification and experience of the People put on this project	10	Curriculum vitae of experts duly signed shall be submitted with proposal in an acceptable format
Methodology and Organization	15	
Experience of conducting similar events in the past	15	To be supported by suitable documents
Back up arrangements	10	Should be described
Total	50	

3. Financial Proposal

The financial proposal shall indicate separately the cost of carrying out the services as described in the Terms of Reference.

3.1 Bid Prices

The prices and rates in the financial proposal will be deemed to be inclusive of all taxes, charges and any other incidental costs and overheads and should not be subject to variation on any account.

3.2 Period of Validity of Bids

Bidders are requested to hold their proposal valid for one year from the last date of submission, during which time they will maintain without change, the personnel proposed for the assignment and the proposed price.

4. Submission of Bids

All bids must be sealed in one envelope, labeled “Do not open before 08 September 2005”, “Tender on Exhibition-cum-Fairs on Rural Technologies”, and, addressed to:

The Joint Secretary
Council of Scientific & Industrial Research (CSIR)
Anudandhan Bhavan
2, Rafi Marg
New Delhi – 110 001

5. Late Bids

Bids received after the deadline for submission of bids (08 September 2005 by 1500 hrs IST), will be rejected.

6. Correspondence

All correspondence related to the ‘Exhibition-cum-Fairs on Rural Technologies’ shall be addressed in writing to the Joint Secretary, CSIR, (Attention: Head, Unit for Science Dissemination)

7. Award of Contract

CSIR will notify the successful bidder that its bid has been accepted. A Contract shall be signed between CSIR and the successful bidder within 10 days of receipt of letter of award by the successful bidder.

8. Payment

The supplier’s request for payment shall be made to CSIR in writing, accompanied by an invoice upon completion of work and upon certification by the competent authority in CSIR.

9. EMD

The EMD as indicated in the NIT should accompany the technical bid. The EMD would be forfeited if the bidder withdraws his bid during the validity period or fails to sign the contract with CSIR within 10 days from the date of notification of award or fails to execute/undertake the scope of work indicated in the contract. The EMD of the unsuccessful bidder would be discharged within 30 days from the date of award letter.

10. Preliminary Examination

After receipt of bids, CSIR at its discretion may invite any or all the bidders for discussions with a view to sort out any minor inconsistencies and seek clarifications on the bids received.

11. Penalty Clause

Deductions up to 10 per cent of the total contract amount would be made in case of any delay or incomplete work by the Contractor without any unjustifiable reasons.

12. Applicable Law

The contract should be interpreted in accordance with the laws prevailing in India.

13. Resolution of Disputes

The CSIR and the Contractor shall make every effort to resolve amicably by direct informal discussions, if any disagreement or dispute arising between them in connection with the contract. If after commencement of such informal discussion, the CSIR and the Contractor are unable to resolve amicably any contract dispute, then the matter would be referred to DG, CSIR, for appointment of an arbitrator whose decision should be final and binding on both parties.

III. Terms of Reference

Exhibition-cum-Fairs on Rural Technologies

Making Technology Work for Rural India – A Step towards Rural Transformation

Background

Ministry of Science and Technology, Government of India, is planning to organize Technology Exhibition-cum-Fairs in various part of the country, to facilitate the application of technologies for all round development of rural India. The major participation would be from the various Departments under the Ministry, namely, DSIR, DST, DBT and DOD.

Objective of The Technology Shows

The core objectives of the Technology Exhibition-cum-Fairs are:

1. To present select technologies to the rural community to chose from for generating meaningful employment leading to sustainable source of Income.
2. To provide a forum for encouraging technologies producers and technologies users leading to a vibrant technology partnership.
3. To identify champions of the technologies change and spearheading agencies for linking technologies to people.
4. To catalyze people-centered technologies campaign in the rural India.

Scope of Work: To organize the Technology Exhibition-cum-Fairs, the scope of work identified for respective agencies, is enumerated below:

1. Event Management Company: -

- i. Publicity – Outdoor publicity of the event including designing and printing of standard size posters (No. 2000 approx.), flex printing, leaflet distributions through mobile vans which cover the surrounding villages and prominent places of the district.
- ii. Entire logistic arrangements, good quality of accommodation and food facilities to be arranged for the officials deputed from the Ministry of Science and Technology (for approx. 50 (nos.) of persons). Also provision of tea/coffee vending machine, refrigerator, and cold drinks and mineral water with light refreshment, pantry boy for 50-person (approx.) per day for the VIP Lounge.
- iii. Coordinating inaugural and concluding functions with officials of the Ministry and other agencies of the consortium (respective works for this of other agencies would be mentioned in there scope of work) for a well-designed ceremony. Also, the agency would arrange for a comparer and hostesses, Flower welcome and bouquet presentation, memento (to be provided by the company not exceeding Rs. 500/- each) distributions etc.,

- for the event. The agency will coordinate the speakers and activities on the stage as per instructions of the Ministry officials.
- iv. Coverage of digital video and still photography for the entire event.
 - v. Cultural programme would also be organized twice (One during Inauguration and other during the concluding function) In this connection, the agency would have to invite local folk expert or can invite the professional folk group artist and classical singers for the same.
 - vi. Managing the protocol for the entire event including provision for five hostesses.
 - vii. Setting up of internal communication system between all the agencies and the officials of Ministry using mobile sets or wireless for pre and post event and during the event. All the key personnel of the different agencies and the ministry should possess the same for unhindered communication.
 - viii. Designing of the entire layout including the internal layout of the exhibition area. Allocation of space as per instruction of officials of the Ministry and also coordination with the participant for there stall location and other petty requirements during possession period of the event.
 - ix. Media management: Four press conferences to be organized at Lucknow and Amethi. This will include the press invitation for media (both print and electronic media), press coverage and distribution of press release in consultation and supervision of the officials from CSIR.
 - x. Provision of Public Amnesties.

2. Construction/Fabrication agency:

- i. Hanger - Hanger of 2000 sq. m. To be constructed for the exhibition area. The hanger should be international quality stuff with fire retardant material to be used in it. The hanger to include wooden flooring, brand new carpeting, aluminum octonorm in shell scheme for stall area (This should include one table, two chairs, three spot light, dustbin, power plug point, one lock-able counter in area of 9 sq. m.). A separate two-tier hanger of 300 sq. m. with Registration area and seminar hall on the ground floor and VIP lounge and technology theater on the first floor.
- ii. Seminar Area - Besides the hanger, the seminar area to have a stage with backdrop, PA system, speaker podium and about 100 chairs for participants.
- iii. Technology Theater - Besides the hanger, the Technology Theater to have LCD projector with screen with the seating capacity of hundred persons on an increasing step platform to facilitate a better view.
- iv. Registration Area- Provision of 10 (nos.) of raised registration counters with storage facilities and extra form filling counters by side.
- v. Inaugural and Concluding Function/Cultural Programme - Provision of stage with backdrop, PA system, speaker podium, sofa seating with 50 VIPs and 600 chairs for farmers and general public, carpeting of the entire, and green room separately for male and female artist.
- vi. Power - Two generators of 125 KW for six days and 12 hr. running. Also the power required during mantling and dismantling to be arranged by agency itself.
- vii. Electrification and Illumination - The entire area to be illuminated using metal halides, including the entire hanger area and the surrounding open

- areas. Also cabling and wiring to be done for the entire area including plug points as required in different area of the premises.
- viii. Cafeteria - Made in separate hanger of 200 sq. m. With carpeting, buffet tables, round tables and chairs as per requirement. A separate kitchen with storage and washing areas to be made as per requirement.
 - ix. Barricading of the entire venue with zinc sheets and cloth masking.
 - x. Entrance arch as per approved design
 - xi. Signage/banners/buntings to be put as per the requirement of the officials of the Ministry at different places in the venue.
 - xii. Fire extinguishers inside and outside the hanger.
 - xiii. Security guards- 12 (nos.) round the clock for the entire event.
 - xiv. A technology theme area would be erected and fabricated where the ideal and selected technologies solutions, which are need based and invented by the Ministry can be displayed, along the digital display on the plasma TV (2 nos.)
 - xv. Conservancy for the entire event.
 - xvi. Provision of an attractive Façade to the hangers with gallery in front with raised glow sign Fascia with printed material as per the theme of the exhibition.
 - xvii. VIP Lounge- Provision of luxurious furniture, carpeting etc.

3. N.G.O./Association/Private Organization

- i. Mobilization of farmers/ potential technology users/ participants from the surrounding villages.
- ii. Management of the registration area- This would include registering each farmer using a detailed form covering there personal bio-data, size and strength of there farming, crops, infrastructure, market & technology being used by them.
- iii. To create an effective interface between the farmers and the participants, the N.G.O. will deploy trained manpower required for this job.
- iv. The N.G.O. will conduct a post-event survey through Zila-panchayats and one-to-one farmers meetings to determine the advantages of such an event and the report should be submitted within 30 days through the nodal agency to CSIR.

IV. Bid Form

Date:

To: The Joint Secretary
Council of Scientific & Industrial Research (CSIR)
Anusandhan Bhavan
2, Rafi Marg
New Delhi – 110 001

Sirs,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver.....(Description of services) in conformity with the said bidding documents for the sum of.....(Total bid amount in words and figures) or such other sums as may be ascertained in accordance with the Schedules of Prices attached herewith and made part of this bid.

We undertake, if our bid is accepted, to commence the work immediately and to complete it as specified. The bid would be valid for a period of one year from the date of bid opening.

We agree to abide by this bid for a period of one year from the date fixed for bid opening. It shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award shall constitute a binding contract between us.

We understand that the purchaser reserves the right or reject any bid and to annul the bidding process and reject all bids at any time prior to award of contract without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidders of the grounds for the purchaser's action.

Dated this ----- day of ----- 2005.

Signature

Name and Designation

Duly authorized to sign bid for and on behalf of -----

V. Price Schedule

Item	Description	Lump sum price including all taxes and charges

I/we agree to supply the above-mentioned article(s) at the price (s) quoted by me/us.

Date

Bidder's Signature

Address

VI. Eligibility Criteria

The components of the consortium should meet the following eligibility criteria:

1. Event Management Company – Proven track record of managing large events facilitating the respective scope of work in the Terms of Reference, with a minimum turnover of Rupees One Crore, having executed at least one project of not less than Rupees Twenty Five Lakhs.
2. Construction/Fabrication Agency – Proven track record of construction and fabrication as per scope of work in the Terms of Reference, with a minimum turnover of Rupees One Crore, having executed at least one project of not less than Rupees Twenty Five Lakhs.
3. N.G.O./Association/Private Organization – Proven track record as per scope of work in Terms of Reference. The desired flexibility to be built in to make the services of specific NGOs having experience and exposure to the local populace in different places where the event may be hosted in future.

Note: Out of the three agencies, the agency that would act as the nodal agency should be technically and financially sound with at least a minimum turnover of Rs. One Crore for last three years having executed at least one event of not less than Rupees Fifty Lakhs during the last three years.

VII. Documents to be Submitted along with the Bids

The bidder shall furnish, as part of this bid, the following documents establishing the bidder's eligibility as per the terms and conditions of the bid document:

Technical Bid

1. Tender document duly signed.
2. Earnest Money Deposit.
3. Name(s) and address(s) of the proposed consortium partners.
4. Last three years financial statement, balance sheet/profit & loss account statement and latest Income Tax Clearance Certificate of all the consortium partners.
5. Copy of PAN No. of all consortium partners.
6. Required certificates of appreciation from organizations for whom work has been done by the agencies in the past.
7. Copy of unpriced bid form.
8. Documents to establish the eligibility of the bidders with regard to all the three consortium partners for organization of the event as per the criteria enumerated in Section VI.

Financial Bid

1. Copy of bid form duly priced
2. Price Schedule